



## **TOPIC: Accessing Active Labor Code List**

**Where:** Timesheet  
**Who:** Employees and Program/Project Managers  
**When:** Anytime

### **Purpose:**

Provide employees and program/project managers the accessibility to all current WBS's and descriptions in an Excel Report

### **Procedure:**

1. Click the Add Projects icon on the timesheet

Update 
Normal (11/27/2005 - 12/10/2005)

Approval Status: N

Project	Total	Sun 11/27 0.0	Mon 11/28 8.0	Tue 11/29 8.0	Wed 11/30 8.0	Thu 12/01 8.0	Fri 12/02 8.0	Sat 12/03 0.0
123456.01.01.01 REG	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
999999.81.18.72 HL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 1 Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0

  

Project	Total	Sun 12/04 0.0	Mon 12/05 8.0	Tue 12/06 8.0	Wed 12/07 8.0	Thu 12/08 8.0	Fri 12/09 8.0	Sat 12/10 0.0
123456.01.01.01 REG	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
999999.81.18.72 HL	0.0	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
Week 2 Total		0.0	0.0	0.0	0.0	0.0	0.0	0.0
GRAND TOTAL:		0.0						

[Approved OT Requests: None for this payperiod.](#)

2. From the Add Projects page, click on the Excel icon located in the title bar to download the Active Labor Code List

Add Projects for DEVIL, CRUELLA C (169)



## Web-Based Time and Attendance Distribution System

### 3. Click the save option to download the report results in Excel

WBS	Description	Begin Date	End Date	Mission	Theme	Program	Project
123456.01.01.01	TEST	09/30/2005	09/30/9999				
123456.01.01.01	TEST NSM	09/30/2005	09/30/9999				
123456.01.02.03	TEST CODE 2	09/30/2005	09/30/9999				
123456.01.02.03	TEST NSM 2	09/30/2005	09/30/9999	MISS	THEM	PROG	PROJ
999999.01.18.72	LEAVE CODE	10/01/2005	09/30/9999				

#### Result:

The Active Labor Code List Report has been downloaded in Excel.

#### Special Considerations:

- The downloaded report allows filtering on any field from Excel.
- A definitions page is provided.
- Sort Order: WBS
- No new permission required.